

→ How × to × Manage
Agricultural × Fairs × & C →

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UNITED STATES OF AMERICA.

HOW TO MANAGE

Agricultural Fairs, Industrial Institutes, and Similar Exhibitions.

A COMPLETE GUIDE

—FOR—

DIRECTORS, SECRETARIES, AND OFFICERS,

—CONTAINING—

Directions for their organization, applicable to every kind of society and joint stock association; rules for the selection and laying out of grounds, building tracks, the ornamentation of buildings, halls, etc., and choice plans of administration.

SELECTED FROM A STUDY

—OF—

OVER 200 SOCIETIES,

—LOCATED IN—

DIFFERENT STATES.

—BY—

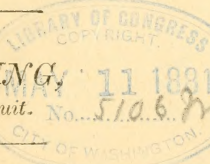
J. F. LANING,

Experientia Docuit.

NEW LONDON, O.

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PREFACE.

It is needless to say that the author in examining the workings of different societies has found a great amount of crudeness among them. How to manage a Fair successfully is a desirable attainment. Their management may be said to be the measure of their success and will account for the fact that some are live, attractive, and prosperous, and others feeble, uninviting, and inactive.

The fact is often overlooked that a Fair is a business institution requiring capacity to manage it, as do other institutions, and that it is one of magnitude, dealing in different relations with many people, where experience, skill, attention, and regularly defined methods are highly essential to harmony and success.

There has been too little progression in our Fairs. The idea that most anyone could manage a Fair has put them in the hands of incompetent men, who have neither ability or energy enough to originate or adopt new ideas, and hence many of our societies present a picture of sameness at their Fairs every year instead of giving them a bright, fresh, and attractive look that will make them inviting.

The key that will unlock the mystery of the decay of some Fairs will be found in the fact that they have been run too much for the present and too little for the future. The American people love recreation, and our Fairs are popular with them, but they are both sensitive and sensible, and to hold their patronage anywhere they must be well treated.

The author of this work has been for years connected with one of the most successful Fairs in Ohio. To gain the knowledge for this work he has visited and had correspondence with several hundred societies, and in drawing conclusions from their workings has made a number of important discoveries, and has been able to make many suggestions of a practical nature.

The work is intended to supply all, and especially the inexperienced, with a correct knowledge and a clear un-

derstanding of the rules by which the business of agricultural societies and other similar associations should be administered. It treats of the subject from every point of view, and enters largely into details. It will aid officers, managers, superintendents, and committees in discharging their duties, and it is hoped will build up a uniformly high standard of integrity and success among these institutions.

But few societies exist whose management is not susceptible of improvement in some particular. The work is therefore commended to all, feeling that to each it will be important, and to many valuable, both in learning what others are doing and promoting their own welfare.

CHAPTER I.

CREATION AND ORGANIZATION OF CORPORATIONS, JOINT STOCK ASSOCIATIONS, SOCIETIES, ETC.

SECTION 1. Statutory Regulations.—In most States statutes exist regulating the creation of Corporations, Associations, and Societies, such as of which we treat, and defining the powers, privileges and immunities conferred upon them. These are easily accessible to all interested parties, and are beyond the scope of our work, which is intended to deal with methods of conducting them, rather than their legal rights and obligations. These statutes are, however, the constitutional law by which authority is conferred upon them, and to secure the rights and immunities they grant, as to the prescribed methods of organization, should be complied with, lest they otherwise be lost.

SEC. 2. Organization and Constitution.—When an organization is determined upon, it is usual to have, and the laws of some States require, a meeting at some previously appointed time and place, to adopt plans and define the limits within which the business is to be conducted. This, when made out and reduced to writing, is called the Constitution of the society, as we shall use the word to designate all bodies of this character, and subject to statutory limitations with which it must not conflict, it

becomes its fundamental law. It is usually divided into sections, and, unless given by statute, provides or defines the following things: A name for the society; the object for which it is organized; the place where it will transact business; the amount of its capital stock, if it have one, and how divided; the qualifications of its members; its management; how its amendment or alteration may be made, and such other matters as the objects of the society require. These we shall notice in turn.

SEC. 3. Name of Society.—Names are various, depending upon the business transacted and the tastes of the members. They generally refer to the location of the society and define its character. That class more particularly treated herein are known as Agricultural, Horticultural, Industrial, &c., societies; or Fair, Union Fair, or Independent Fair Associations, Expositions, &c.

SEC. 4. Objects.—Of course the statement of objects depend upon what they are. In this class of societies they are generally to encourage or promote agriculture, mechanical arts and kindred subjects and the mutual gain of the members. Sometimes the statutes define the objects, in which case they should be substantially followed.

SEC. 5. Location.—This should be defined so as to avoid any uncertainty.

SEC. 6. Capital Stock.—When a company has a capital stock, the amount should be stated, and the number and size of the shares given.

SEC. 7. Membership.—This will depend upon the plan upon which an organization is to be effected. Should it be a joint-stock company each stockholder will be a member, and it will be necessary to provide for the issue of certificates and their transfer from one person to another. They are usually required to be signed by some of the officers, as the President and Secretary, and their transfer required to be in writing, upon the back thereof, and not to be valid until entered upon the books of the company.

Should the society have no capital stock, the membership is defined to consist of those who pay a certain sum into its treasury, sometimes the party becoming a life members and sometimes only one for a certain period, as one year, their continuance as members being dependent upon an annual contribution; and it is often that both classes of members are found in the same society, the amount of the fee being different. In some instances the society is a county or district one, so that the electors contributing in a certain region are members.

SEC. 8. Management.—As a society is usually composed of many persons, a meeting of all of them for the purpose of expressing its will, in the management of its business affairs, would be inconvenient and impracticable. Hence it is vested in a select few of its members, called a Board of Managers, Directors, or Trustees. To guard against incompetency or abuse of power, they are selected, wholly or partially, each year, and it is usual to provide that they shall serve for a certain period, and until their successors are elected and qualified. Care should be taken not to make this body too large, as its action will often be retarded and a quorum often found wanting when business is to be transacted. When the affairs of a society are peculiar to a certain district or territory, often a representation is provided for different parts of it, as each township in a county. When the managers are not located so as to render it impossible, it is found convenient to have their number some multiple of their term of office, so that an equal number of them shall retire each year. In general it may be said that, unless restricted, this Board will possess all the powers which the society would have if they had no managers, and such powers as are necessary for an economical and successful prosecution of the purposes of the society. It is the agent of the members, and its acts, within the scope of the objects of the society, will be binding. It is usual, however, to define the number of the managers that shall constitute a quorum (usually a majority), and provide that it shall have power to appoint such agents and committees as

are deemed proper to carry on the business of the society, and to pass the by-laws necessary to carry out in detail the powers conferred upon it.

SEC. 9. Management, continued — Officers. — The usual officers are a President, Vice President, Secretary, and Treasurer, and their term of office one year and until their successors are elected and qualified.

SEC. 10. Election of Directors and Officers.—A time is usually set upon which annually a meeting of the members of the society shall be held at its place of business, for the election of managers and the transaction of such other business as may come before it, at which, if it is a joint-stock association, each member may cast as many votes as he may have shares of stock in person or by proxy; if otherwise, each member may cast one vote, and a majority of the votes cast shall be necessary to elect. Vacancies in the Board of Managers arising from any cause, are usually left to the remaining members to fill until the next annual election, though sometimes they are required to be filled by a called meeting of the stockholders. When competition occurs elections are by ballot. The selection of officers is sometimes made by the stockholders, and are outside of the board; but it is usual to require the board to meet within a short period after the annual meeting, and elect from their number a President and Vice President, and a Secretary and Treasurer, from any persons having the requisite qualifications.

SEC. 11. Duties of Officers.—The executive office of the society is the Presidency. The President is required to preside at the meetings of the board; has general supervision and custody of the affairs of the society, and sees that its laws are enforced; is required to sign all money orders on the treasury, and call meetings of the stockholders, when business arises which is necessary to be submitted to them.

The Vice President acts in the absence of the President, and assists him in the prosecution of his duties.

The Secretary is the clerical officer of the society, conducting its correspondence; keeping a record of the proceedings of the society and Board of Managers; drawing orders on the Treasurer for money; making annual reports of the society's condition and doings, and generally performing the work of the society of a clerical nature. He is sometimes required to receive all money of the society, and pay the same over to the Treasurer, keeping an account of the sources from which received, instead of having it paid directly to the Treasurer. For a discussion of this matter see Chapter ix., on accounts.

The Treasurer receives the money of the society and pays it out on the proper order, and reports annually the amount received and disbursed by him. The amount of official bonds is sometimes prescribed, though more often left to the Board. The Secretary and Treasurer are usually given a salary for their labors, to be provided in the by-laws.

SEC. 12. Amendments and Alterations.—The amendment or alteration of the Constitution is usually limited to the annual meetings, though it is often provided for being done at called meetings. Notice of the proposed change, by publication or otherwise, is required, however, in order that each member may have time to consider it, and be prepared to act intelligently. Two-thirds or three-fourths of the votes cast are often made necessary for the purpose.

SEC. 13. Enactment of Constitution.—In the enactment of a constitution at the first meeting of the association, it is usual to appoint a committee to prepare a draft and report at a future meeting, a few days later; whereupon the meeting adjourns until the day named. Sometimes, however, a draft is prepared beforehand, ready to present at the first meeting for adoption. Whenever it is presented, it should be read from beginning to end, to enable everyone to become familiar with it, and see the bearing and connection of the different parts and their

relation to the whole. Having been thus read, it is taken up and adopted section by section and article by article.

SEC. 14. Model for a Constitution.—The following, though not complete, will serve as a guide for parties drafting a Constitution:

ARTICLE 1. This society shall be known as———.

ART. 2. Its objects shall be ————

ART. 3. The business of the society shall be carried on at ————.

ART. 4. Its capital stock shall be \$———, divided into ——— shares of \$— each.

ART. 5. The members of the society shall be such as are the owners of one or more of the shares of its capital stock; or any person may become a member of the society for the period of one year by paying the sum of \$— into its treasury.

ART. 6. The control and management of the society shall be vested in a Board of ——— Directors, whose term of office shall be ——— years each and until their successors are chosen and qualified. They shall have power to appoint such agents and committees and pass such by-laws as may become necessary to carry on the business of the society. (Add other desired powers and restrictions.)

ART. 7. The officers of the society shall consist of President, Vice President, Secretary, and Treasurer, whose term of office shall be one year and until their successors are chosen and qualified.

ART. 8. The Directors now elected shall serve until the ——— day of ——— next, at which time, and annually thereafter, the Directors shall be elected to serve for one year; or there shall be ——— Directors elected to serve for one year, ——— for two years, &c., and annually thereafter ——— Directors shall be chosen for (the term of their office.) The election shall be conducted by ballot, and a majority of all the votes cast shall be necessary to elect. On or before the ———— thereafter the Board shall convene and choose from their number the President and Vice President, and select a suitable person for Secretary and Treasurer.

ART. 9. The President shall preside at all meetings of the Board, &c.

ART. 10. The Vice President shall perform the duties of the President during his absence, &c.

ART. 11. The Secretary shall attend all meetings of the society and Board of Directors, keep an accurate minute of their proceedings, and record them in a book provided for the purpose; conduct the correspondence of the society, &c., and receive such compensation as the board shall provide.

ART. 12. The Treasurer shall keep an accurate account of the money of the society received and paid out by him; he shall give bond, with good and sufficient security, in such a sum as may be required by the Board of Directors, &c.

ART. 12. No alteration, by amendment or otherwise, shall be made to this Constitution except at an annual meeting of the society, or a called meeting for the purpose, at least ——— weeks' notice thereof having been previously given by publication in ———, or by filing a resolution for the proposed change with the Secretary, and a ——— vote shall be required for its adoption, &c.

CHAPTER II.

BOARD MEETINGS, BY-LAWS, ETC.

SEC. 15. Official Action.--Through the Board of Directors the Society acts, and the only right which is usually enjoyed by the members at large is to annually express their will as to who shall represent them, and as to the policy of the society in electing such as will execute their will.

SEC. 16. By-Laws.--Incident to the rights of this body, though usually found in its organic law, is its right of making by-laws for its own government, and providing the details as to the execution of the powers conferred upon it. Sometimes these will be limited to some extent by the constitution, but they are usually left to the discretion of the Board under a natural and implied restriction that they must not be repugnant to the objects of the society, the laws of the land, nor in excess of its powers. The subjects they usually embrace are as follows: 1, Board meetings; 2, order of business; 3, voting; 4, appointments; 5, official bonds; 6, amendments; 7, records and accounts, &c. These we will consider briefly.

SEC. 17. Board Meetings.--The meetings of the Board, where business requires it, are set for regularly recurring dates. Unless so set, they occur on days to which they

have been formerly adjourned, or upon which they have been called. Special meetings are usually upon the call of the President or two members of the Board; and sometimes when regular meetings are had, for special meetings a notice in writing to each member, stating the object of the meeting, is required, and the provision made that no other business shall be transacted at the meeting, unless all the members are present.

SEC. 18. Order of Business.—The rules for conducting the proceedings of the Board usually provide for an order of business as follows, viz:

1. Calling the roll of members.
2. Reading the minutes of the previous meeting.
3. Presentation of bills and reference to committees.
4. Reports of officers and committees.
5. General business.

With this it is usual to provide that the deliberations of the Board shall be conducted according to the ordinary rules of parliamentary law.

SEC. 19. Voting.—In the election of officers and in selecting members of committees, &c., the By-Laws usually require that when more than one candidate appears the vote shall be taken by ballot, and in other cases *viva voce*. In cases of strong competition an informal ballot is often taken to reveal the strength of the several candidates. Sometimes provision is made for a *yea* and *nay* vote, by having the roll called, to which every member responds and his vote is recorded.

SEC. 20. Appointment of Committees, &c.—When the work will admit of sub-divisions, and often when special matters occur, it will be found convenient to commit them to one or more persons to take charge of or investigate. Care should be exercised to avoid making committees so large as to be unwieldy, and the fitness of the members for the purposes sought should also be regarded in selecting them. Committees are of two kinds, standing and special. When not otherwise provided for, the power

to appoint them is given to the President, and unless some reason exists against it, the mover for a committee is made its chairman. The matters that may be committed are various. The principal committees and their duties are usually designated in the By-Laws. Information in regard to them may be obtained in the next chapter, devoted to committees.

SEC. 21. Official Bonds.—When the Constitution leaves the amount of these to be regulated by the Board, they should fix it with regard to the funds that will come into the officers' hands.

SEC. 22. Records and Accounts.—Sometimes a by-law is made designating what books and accounts shall be kept and reports required, and by what officers; such as, a register of stockholders or members; a record of the minutes of the Board; a record of entries received and awards made, a report of which is often required to be published; a general account of the receipts and expenditures of the Society, classified in funds, according to the nature of each, &c.

SEC. 23. Salaries.—When the Constitution does not provide otherwise, the salary of officials should be fixed in the By-Laws.

SEC. 24. Amendments.—Provisions similar to those in Sec. 12 are usually inserted in the By-Laws.

SEC. 25. Model for By-Laws.—The following, though not complete, will serve for a guide for parties drafting By-Laws:

ART. 1. The regular meetings of the Board of Directors shall occur on the — of each —, at — o'clock — M. Special meetings may be called at any time.

ART. 2. The deliberations of the Board shall be conducted according to the ordinary rules of parliamentary law. The following order of proceeding shall be observed, viz:

1. Calling the roll of members.
2. Reading the minutes, &c.

ART. 3. When the name of more than one person is presented for any appointment or office, the vote shall be taken by ballot; all other votes shall be taken viva voce, &c.

ART. 4. Unless otherwise provided all committees shall be appointed by the President, and shall consist of — members each.

ART. 5. The following standing committees, viz., Executive Committee, Auditing Committee, &c., shall be appointed annually at the first meeting of the Board after its organization.

ART. 6. The duty of — Committee shall be—(describing it and that of each of the remaining committees in turn). See next chapter.

ART. 7. The following special committees, viz., (naming them) shall be appointed whenever their creation is advisable.

ART. 8. The duty of the Committee on — shall be, &c., describing it and the others as above. (See next chapter.)

ART. 9. The bonds of the Treasurer shall be \$—.

ART. 10. The Secretary shall keep an accurate account, showing all the money, &c. He shall have charge of making the entries at the annual exhibition of the Society, and shall cause to be published a report of the awards made thereat in the —, within three weeks thereafter.

The Treasurer shall keep, &c.

ART. 11. The official salaries of the officers of the Society shall be as follows, viz.

ART. 12. These By-Laws may be altered by a majority vote, &c.

CHAPTER III.

COMMITTEES.

SEC. 26. Necessity of Committees.—When the number of persons to whom the execution of any matter is entrusted is large, the tendency is for each to rely upon its being attended to by others, and hence it becomes neglected. One or a small number of persons will, as a rule, investigate a matter more closely or attend to it more surely than a large number. Hence, it is usual to entrust those matters that will admit of it to a select few (three is the usual number), with authority to investigate or act in the matter, either controlling it fully or reporting their conclusions to the Board, who ratify or reject them. These are termed committees, and they are standing or special according to the permanent or transient character of the matter to be entrusted to them. The person first named on a committee acts as its chairman, and calls the committee together and presides at its meetings. The Secretary, upon whom the Board thrust many duties to escape themselves, will fully appreciate the value of committees. It is often that a few willing ones are obliged to do all the work in such an enterprise, but it should not be allowed, as otherwise, although the success may not be more decisive, yet it may be more harmonious.

SEC. 27. Standing Committees.—The experience of different societies has shown the necessity of having certain permanent or standing committees, to which matters that are constantly arising can be readily referred. Two of these are the Executive and the Auditing Committee.

THE EXECUTIVE COMMITTEE is entrusted with arranging the details and carrying out the measures adopted by the Board. It usually consists of the officers of the Society and one or more directors. Sometimes it is given power to act in the absence of the Board, or when impracticable to convene it, upon all matters which arise demanding immediate attention and their action is made binding upon the Society.

TO THE AUDITING COMMITTEE is referred all bills and claims against the Society and the reports of its officers, and they are required to examine them and report as to their correctness as soon as practicable.

The wants of different societies will suggest other standing committees.

SEC. 28. Special Committees.—When any enterprise is to be undertaken, several committees which the nature of the business will prompt will be found convenient. For a Fair each of the following topics may be profitably confided to separate committees, viz., Rules and Regulations, Premiums, Printing and Advertising, Invitation and Reception, Supplies, Police, Awards, and Rental Privileges.

In constituting these committees it is usually provided that certain officers of the Society shall be members of certain committees, as the President a member of the Committee on Invitation and Reception, the Secretary a member of the Committee on Rules, &c. They should be required to perform their duties and have their reports ready, so as not to cause any delay.

SEC. 29. Duties of Committees.—The duties of these committees will be as follows:

The Committee on Rules and Regulations is perhaps the most important one to be selected. To it will be entrusted the preparation of plans and drafting of rules and regulations, defining the mode of conducting the exhibition. Its members should be men of good perception, wide awake, and capable of detecting any errors that may exist in the established methods of the Society, and improving them as experience and good judgment justifies. A Society to succeed well must be progressive. Care, however, should be taken to obtain practical rather than theoretical men. The duties of this committee are sometimes put in charge of a Committee on Ways and Means.

The Committee on Premiums is also an important one. To them the items upon which premiums are to be offered, and the amount to be paid upon them, are entrusted. In many departments changes are constantly going on, and, to be progressive, additions to the list will be required each year. To be attractive an exhibition must be up with the times. A few prominent features often are the means of producing an interest that is highly valuable to the Society. Therefore, the committee should be composed of men who are able to designate a list of articles and contests that will be attractive enough to draw a profitable number of spectators to the Fair, and who will have judgment sufficient to keep the amount of money to be paid as premiums where it will not be ruinous to the Society, from being either too high or too low.

To the Committee on Printing and Advertising is given the matter of securing the printing of such matters of the Society as are for print, and of advertising its exhibitions. They usually obtain a list of what is wanted from the proper sources, and contract with some person, in behalf of the Society, for furnishing it. They often have charge of originating the matter and modes of advertising, though the former is usually left to the Secretary or some person employed for the purpose.

To the Committee on Invitation and Reception is en-

trusted the selection, reception and care of invited guests. Its members should be selected with regard to their natural courtesy, politeness, and ability to entertain.

The Committee on Supplies has in charge the matter of providing such articles as are usually needed to supply the wants of parties attending the exhibition, such as food for stock, straw for bedding, &c.

The Committee on Police employs and has charge of the police force.

The Committee on Awards has the selection of the various awarding committees. Sometimes they are required also to select the Superintendents of Departments. They should sit during the Fair, so as to fill any vacancy that may arise in committees.

The Committee on Rental Privileges has charge of the letting and selling of the respective stands, booths and privileges which are usual upon the grounds.

Other committees, such as Transportation, Music, &c., are sometimes provided for.

CHAPTER IV.

GROUNDS AND BUILDINGS.

Sec. 39. Grounds.—It is presumed that most Societies have grounds; but, if one have not, when an exhibition is determined upon, it will become important to provide a suitable place for holding it. It is not expected that any can be found which will have all the good qualities that can be enumerated, but care should be taken to combine as many of them as possible. The selection should be made with a view to natural convenience and attractiveness. It should be high enough to be dry; rolling enough to avoid standing water after a shower; with plenty of shade and where an abundance of water can be obtained. The value of shade and water cannot be over-estimated, as nothing detracts more from the success of a trip to a Fair (usually planned for a day of recreation and pleasure) than to be compelled to stand in the unobstructed rays of the hot sun all day, with no water to quench the thirst which the heat engenders. People so treated once never attend the second time.

The site for the grounds, unless special facilities exist for reaching it, should be near enough to the village where located to be easily accessible.

The size of the grounds will depend upon the extent of the exhibition. It should, however, be commodious, and enclosed by a fence sufficient to keep out intruders who seek to enter it clandestinely. This is usually from six to seven feet high, sometimes built tight; but the best method, except when a tight fence may be required, is found to be the use of pickets about four inches wide, leaving a space of the same width between each. Such a fence will stand storms of wind better and be more durable than a tight fence.

SEC. 31. The Ring.—Without here discussing the question of racing and its moral bearings, we say that it is usual to lay out a ring of some character, to exercise and speed horses upon. Its size depends upon the ground that can be devoted to it, though it is seldom less than one-third of a mile in circumference; as when smaller, horses cannot accomplish the short turns it must possess, at any high rate of speed. Usually it is either a mile or a one-half mile track. It is generally composed of two parallel straight sides, called stretches, having their ends joined by perfect semi-circles, called the turns. The home stretch is the one where the finish is made. Upon it, located on the inside, 60 yards before entering the turn, is placed the Judges' stand, and below it are placed, at required points, posts called distance posts, for determining when horses are distanced. The turns should be graded like the track of a railroad or circus, the outer portion the highest, so that a horse can extend himself at full speed as well around the turns as upon the straight sides. The width of tracks vary from 25 feet upwards, and usually the first turn is much the widest. The line of measurement for a track is three feet from the inside or pole. A practical engineer with a transit can locate perfectly a track of any required dimensions over any ground, and establish good grades for it; but for those who cannot well obtain an engineer, we give some rules for laying out some of the simpler tracks.

SEC. 32. Laying Out a Track.—First ascertain how long the grounds to be used will admit the sides of the

track being made. If a mile track is to be constructed, subtract the sum of the lengths of the sides in feet from 5.280. If a half mile, from 2.640; divide the remainder by 3.1416; subtract 6 from the quotient, and the remainder will be the width in feet which the sides may be placed apart. Place a stake midway between the ends of the sides; take a wire with a loop at the end loose enough to turn the stake, and measure upon it one-half of the distance between the ends, and with it describe a semi-circle, beginning at the end of one of the sides, putting down a stake to mark the course every ten or fifteen feet. This line will be the inside of the track, and where the fence should be placed.

The following are some of the dimensions required for certain tracks:

A mile track, with the sides 1320 feet long, will require them to be 841 feet apart, and contain 46 acres.

A half-mile track with the parallel sides each 600 feet long will have its sides 452 feet $4\frac{3}{8}$ inches apart, and require about 12 acres of ground.

Half mile tracks may also be constructed of the following dimensions:

1. Take a piece of ground 240 yards square; measure off a square of 698 feet; cut off the four corners with a one-fourth circle of 99 feet radius. The stretches will be 500 feet each. Two of the sides may be lengthened without regard to the turns, and the other two diminished accordingly.

2. Take a piece of ground 400 yards long and 125 yards wide; measure off two straight sides, 800 feet long, and make the ends with a radius of $162\frac{1}{2}$ feet. This will make a track 25 feet wide.

3. Upon the same ground as the last, a wedge-shaped track may be laid out, by making the circle at the large

end with a radius of 225 feet and at the smaller end with one of 100 feet, joining these with straight sides 800 feet long.

Besides this, a small ring is sometimes thrown up for the purpose of exhibiting stock upon, and is found very useful.

SEC. 33. Buildings.—We cannot here give details and plans for erecting buildings, and shall only attempt to give the different classes that are used and a few general remarks concerning them, leaving the details and specifications to be taken care of by the architects employed in their construction. Heretofore, societies have generally erected independent buildings or halls for each of the departments represented at their Fair; as a Mechanics Hall, for manufactures and small machinery; a Floral Hall, for textile fabrics, flowers, plants and fine arts, though each of these is sometimes separated; an Agricultural and Horticultural Hall; and sometimes a Merchants' Hall, a Music Hall, &c. Of late, however, there is a tendency to confine these departments, except for mechanical inventions requiring power to move them, to one building, assigning a portion of its space to each and it is found to heighten the appearance of the exhibition and give better satisfaction to exhibitors in the display of their goods.

Above all things, whatever buildings are built, let them be commodious, with good height between the floor and roof, and with good openings, so that visitors can readily pass in and out, and plenty of air and light can be obtained. They should also be tastily erected, so to ornament the grounds if possible. The boards for siding should be planed and painted, as without it when they become old they have a dismal appearance. Some societies attempt whitewashing old buildings; but it rubs off easily, becomes colored and looks so cheap that it is doubted whether anything is gained by it. Good buildings will readily pay for themselves from the increased attendance they attract to the Fair.

For live stock accommodations are also provided. They consist of stalls, pens and sheds, covered so as to protect their occupants from sun and storms. They are built from rough boards, and whitewash here adds to their neatness and sweetness. For the more valuable classes of stock, where they are liable to become damaged from rain, the roof should be shingled, as a common board one can seldom be made tight enough to shed water for any length of time.

A hay and grain barn, sometimes but a building containing a covering and sides extending high enough to keep people from climbing into it, and open at the top, is useful, and will pay for itself in a few years from the saving it makes.

Ampitheatres upon exhibition grounds and racing tracks afford fine views of the sports, and are profitable in the way of admission fees charged to enter them, and give the Society room beneath for various purposes.

Besides buildings for these purposes, Dining Halls, Booths and Stands are sometimes built by the Society, but more often by parties renting such privileges. Band Stands and Judges' Stands are also common.

Ticket offices should be erected near the entrance to the grounds.

SEC. 34. Decoration of Halls and Buildings.—It is usual for the Society to adorn their halls and buildings, so that they may be attractive to visitors. It is a matter in which good taste is demanded. Too profuse ornamentation is regarded as an error. Among the things used for this purpose may be mentioned fountains, festoons and wreaths of evergreens, flowers, plants, &c.

Fountains are splendid ornaments, and can be readily supplied where there are no water-works by elevating a barrel on the roof of the building, with a small gas pipe leading from it to the fountain. A cheap fountain can be

made by putting a small nozzle on a gas pipe, and having an ordinary wooden bowl painted for a basin, through the bottom of which the pipe passes.

Cut papers answer well for decorations. A fine arrangement for flowers and plants is to have them located between aisles, set in clusters or built in pyramids, with mosses and sods of earth between them. They may also be set to one side upon stair-like shelves to advantage. Care should be taken to have them sufficiently protected from vandals, whose fingers will ruinously pick and slip them, if they have an opportunity. White wall paper may be used for coverings of posts and wood work that it is not desired to have exposed, and some patterns make decidedly beautiful backgrounds, &c.

CHAPTER V.

PRINTING AND ADVERTISING.

SEC. 35. The Premium List.—In order that it may be known in what manner the exhibition is to be conducted, and what competition and exhibits are desired, it is usual for the Secretary or some other person having the same in charge to make a catalogue of the rules and regulations pertaining to the exhibition, the officers of the Society, Superintendents of Departments, and sometimes the Awarding Committees, and such other information relative to the exhibition as may be deemed important, and have it printed in pamphlet form for distribution. Sometimes it contains the Constitution of the Society and a list of its members. When cheapness is aimed at, the list is often printed in newspaper form, saving covers and binding.

SEC. 36. How to Cheapen Advertising.—To cheapen the expense of getting out this catalogue it is usual to obtain advertising to be inserted in it, it being an attractive medium for business men, stock breeders, &c., to notice their goods, and the profit on the amount that can be obtained is often sufficient to pay the whole cost.

It is usual to have either a page of premiums and a page of advertising opposite it, or have the pages divided into two columns, one for advertising and one for premiums. A more handsome and preferable way is thought by some to print the advertisements upon colored paper separate from the premium pages, and insert four or eight pages of them between each fold of the book.

From these and other advertisements that can be obtained, with the program of the Exhibition and other matters of interest to exhibitors and visitors, a small paper or bulletin is often printed and distributed gratuitously among those in attendance at the Fair. When it can be done, it is a good plan to have this issued daily, and by adding to it a list of the awards and doings of the previous day, it can be sold for one or two cents and made remunerative.

SEC. 37. Posters, Circulars, Etc.—To advertise the Exhibition large posters, calling attention to the date and announcing the most attractive features, are generally put up in conspicuous places. Smaller ones are used as circulars, and to take the place of the large ones in stores and business places not having sufficient room for their display. Small dodgers, making a special announcement, are sometimes passed about, and are often used to advantage among a crowd that has assembled upon some occasion. A strip from four to six inches wide, announcing the date of the Exhibition, as "Jones County Fair, June 17-20," is often put up upon fences and buildings at the roadside to attract the eye of travelers. In all outdoor advertising it is needless to say that paste should be used to put up the bills, as otherwise they will go down in the first wind or shower.

SEC. 38. Cheap Advertising.—Getting too cheap advertising is like "saving at the spigot when there is a leak at the bung." It is said that "the apparel oft proclaims the man," and this way of judging is often applied in other respects. A bedaubed and half-printed job, on poor paper, is often taken as the indication of a worthless, half-way society, and is passed without regard. While one made in good style, clean and neat, will be attractive and draw many times more to the society than enough to pay the difference in cost. To let people know what is going to be done, it is necessary to advertise, and to draw them to the Fair it must be well and judiciously done. Great care should be taken in this regard.

CHAPTER VI.

INSTRUCTIONS IN PREPARING PREMIUM LIST.

SEC. 39. General Remarks.—It has already been said that the list of premiums is one of the most important things connected with the Fair, and for that reason its repetition may be excused. It must be properly gotten up, and from year to year must be so changed as to be kept in harmony with the requirements of the times.

SEC. 40. Classification.—The items upon which premiums are offered are usually classified into Departments, which are sub-divided into such Classes as they will admit. The items of a kind are thus all brought together. At the head of the Department the special rules applicable to it are placed, and so at the head of each Class. This is much preferable to placing them in the general rules, as thus they are readily found in connection with the subject to which they apply. The time of the examination in each Class is also placed at its head, though sometimes they are all published on one sheet as a program.

The Departments are numbered consecutively, first, second, third, &c., as may be desired; though sometimes the Departments are not numbered, the classes being lettered or numbered consecutively throughout, or numbered with reference to the books into which the items are to be entered.

SEC. 41. Numbering Premiums.—In order to facilitate making entries (see Sec. 60) a number should be given to each item of the premium list. These are called premium numbers, and may run consecutively throughout each Class or each Department. The following will illustrate:

Prem. Nos.

1. Stallion, 4 years old and over.
2. Stallion, 3 years old.
3. Stallion, 2 years old, etc.

The method of numbering by classes is preferable, as by it the needless practice of repeating the items of a class to form another, when both are the same, can be avoided. In such cases all that is necessary is to make the statement that its classification and premiums are the same as Class —, referring to the former one.

SEC. 42. Premium Offerings.—It is usual to offer money as prizes, though diplomas and medals in some classes are quite common. Some Societies have found it profitable to offer certain articles of silverware, &c., agricultural journals and like things upon certain classes.

Upon most items two or more premiums are offered, denominated first, second, &c. To specify these it is customary to needlessly take a line for each, they being set down, best so and so, second best, ditto, and so on. It can all be expressed, and space and printing saved, and a neater looking page made, as follows:

	1st.	2d.
1. Stallion, 4 years old and over.....	\$10 00	\$5 00

SEC. 43. Sweepstakes Purses.—In Live Stock Departments, in addition to the general classes, classes denominated Sweepstakes are made in which animals of different breeds, or of different ages of the same breed, are allowed to compete against each other for the purpose of ascertaining their comparative merits.

SEC. 44. Departments.—The subjects embraced in a Fair may be classified under the general divisions, Domestic Animals, Industrial Arts, Fine Arts, and Agricultural and Horticultural products. These are general and are usually divided into several more specific divisions, called Departments, though these general divisions may be called Departments and the others Classes.

SEC. 45. Domestic Animals.—The departments of this division are, Horse, Cattle, Sheep, Swine, and Poultry and Pet Stock. Each will be described in turn.

SEC. 46. Horses.—This Department is variously classified, the only classes found common being Draft Horses, Roadsters, and Horses for General Use, or as they are often called, General Purpose Horses. To these are added Thoroughbreds, Light Harness Animals, Carriage and Coach Horses, Speed Horses, and such other classes as may be produced in the country where the Fair is located. Jacks and Mules are usually put into this Department.

In the general classes a premium is usually offered upon mares, geldings and stallions of each age to four years, and for those of four years and older. Also, upon brood mares and colts, and spans of mares and geldings, three years old and four years old, though often these show without regard to ages. Sometimes in Draft Horses, mares and geldings are made to compete with each other. Carriage Horses are restricted to single animals and teams, without regard to age, and Coach Horses to stallions and teams.

In sweepstakes stallions are required to show a certain number of their colts of a given age, to test their breeding qualities. Premiums are also offered for displays of horses and geldings, mares and matched teams of any age or class.

SEC. 47. Cattle.—This department usually contains a class for Durham Herefords, Jerseys or Alderneys,

Holstens, Grades or Crosses, Fat Cattle, Milch Cows, Oxen, Sweepstakes, and such other breeds as are raised where the Fair is to be held. The usual divisions of these classes is for bulls, three years old and over, two years old, yearlings and calves; females, the same, except that four year olds is added, and they are designated as heifers until three years old. In grades it is common to offer no premium on bulls, the idea being not to encourage breeding anything but pure bloods. Fat cattle is divided for steers or oxen and for cows or heifers; and for oxen premiums are offered upon each age to four years old inclusive, and often for those that are nearest matched or best broke.

In Sweepstakes, bulls are required to show a certain number of their get of any or specified ages; and cows, a certain number of their calves of required ages, and premiums are offered upon Exhibitors' herds, consisting of bull and four cows or heifers owned by exhibitor; Breeder's herds, consisting of bull and four cows or heifers bred and owned by exhibitors; displays of cattle and often pairs of calves, bull calves and heifer calves, and single bulls and cows of any age.

SEC. 48. **Sheep.**—Here two general classes are common, viz., Coarse or Long Wools and Fine Wools, the latter comprehending Merinos and the former the different Wolds and Downs. To these are added Grades, Fat Sheep and Sweepstakes. A better classification will be—Fine Wools or Merinos, Middle Wools, to include Downs, and Coarse Wools, to include Lincolns, Leicesters and Cotswolds. Some prefer Merinos, Leicesters, Long Wools not Leicesters and and Downs. Where Grade Classes are made, it is usual to have at least two classes, Fine Wools and Coarse Wools.

Each class usually contains premiums for bucks and pens of three ewes, two years old and over, one year old, and lambs. In Grades, bucks are omitted. Fat sheep

premiums are upon three fat sheep and three fat lambs, and Sweepstakes upon pens of ewes, and bucks to show lambs in each class, coarse, fine, or middle wool. Sometimes purses are added for lambs.

SEC. 49. Swine.—The usual classification is: Small Breeds—Berkshires, Yorkshires, Leicesters, Suffolk, Essex and Short-Faced Lancashire; Large Breeds—Chester-White, Poland-China, MaGee, Nomander, Byfield and Jersey Reds, and Sweepstakes. Other common ways are: Large Breeds, Berkshires and Small Breeds; Large Dark Breeds, Large White Breeds, Berkshires and Small Breeds not Berkshires; or, instead of the last two, Small Dark Breeds and Small White Breeds.

The usual premiums are upon boars and sows, one year old and over, six months old and under six months old; brood sows with five or more pigs under six months old, and litter of pigs (five or more) under six months old. Sweepstakes include for each class a herd consisting of a boar and four sows over six months old, owned by exhibitor, boars and sows any age, and often pigs under six months.

SEC. 50. Poultry and Pet Stock.—This department includes chickens, ducks, geese, turkeys and other fowls; ferrets, rabbits, squirrels, birds, pigeons, fish, etc.

SEC. 51. Industrial Arts.—A difficulty arises in making a proper classification of this division, and it has been usual either not to name the departments at all or call them Mechanics' and Manufacturer's Products, and Textile Fabrics and Domestic Manufactures. The difficulty with this classification arises in the use of the word Manufactures, a term which may be used in place of Industrial Arts, as it covers everything made by art, hand or machinery, with other words which it includes, to express but a part of itself, and then making other departments that come within its meaning as well as does Mechanics' Productions, Textile Fabrics, &c. A strict classi-

nification, however, is not usually regarded as essential, all that is sought being to so arrange and express such premiums that are offered that exhibitors may readily find them.

The difficulty is greatly avoided by classifying with reference to the place or manner they are made, rather than their character when made, as **Factory and Shop Productions** and **Household Productions**.

SEC. 52. Factory and Shop Productions.—These may be divided into classes for Machinery and Implements; Household Furniture, Implements and Utensils; Vehicles, Cabinet Wares, Cooperage and Carpentry, Leather Work, Iron Work, Glass and Earthen Ware, Worked Metals, Brass Work, Musical Instruments, Merchants' Goods, Manufactured Preparations, Books and Paper, Millers' Productions, and many others. Instead of Machinery and Implements, or as their subdivisions, classes may be had for Machinery Moved by Steam power, Machines and Implements Moved by Horses, and Machines and Implements Moved by Hand; or Engines, Shop Machinery, Agricultural Machines and Implements, and Household Implements and Utensils. A very good classification for ordinary societies is: Agricultural Machinery and Implements, Household Implements and Utensils, and Machinery and Implements for general use, the latter comprehending vehicles, harness, boots and shoes, and similar articles, whose use is not confined to either farm or household. The different classes of these may be set off by sub-heads.

SEC. 53. Household Productions.—These are divided somewhat with reference to their nature, as into classes for Plain Needle Work and Weaving; Ornamental Needle and Fancy Work; Fancy Domestic Ornaments, and Culinary Products. The first contains bed spreads, comforters, quilts, mats and rugs, knitting, weaving, etc.; the second, applique work, bead work, canvas work, crocheting, braiding, embroidering, tatting, tucking, puffing, patch work, etc.; the third, wax work, feather work, rustic

work, hair work, and other articles of this class; the fourth, canned fruits, preserves, pickles, jellies, jams, catsup, bread, cake, etc. It is better to set out each of these in their proper class, having those of a kind grouped together and pointed out by a small sub-head, set in full-face type, as they can thus be more readily distinguished and a repetition will often be avoided; thus:

Applique Work:

1. Bracket Lambrequins.
2. Sofa Pillow, etc.

Bead Work:

3. Bead Basket.
4. Toilet Cushion, etc.

Embroidery:

5. Chair Cushions.
6. Foot Rest, etc.

SEC. 54. Fine Arts.—It is not always easy to draw the line as to what should come in this department. Fine Arts usually represent ideas and Mechanical Arts purposes. The rule that such things as gratify the æsthetical sense are Fine Arts, and such as have a practical use are Mechanical Arts, is a little more moderate, but still difficult to apply. Paintings, engraving, sculpture and architecture are acknowledged Fine Arts, but there can be no objection to classing with them many other works that are closely allied to them, such as decorated wares, etc.

SEC. 55. Agricultural and Horticultural Products.—These are divided into classes for Grain, Grasses, Vegetables, Fruits and Flowers and Plants, the latter being often divided for professionals and amateurs.

Field Crops also come under this head.

SEC. 56. Discretionary Department.—A department is often added for articles which are not enumerated in the list, called Discretionary, as the payment of premiums

upon such of these articles as are recommended as being worthy by the Awarding Committees is usually at the option of the Society and the amount fixed by the Board, with regard to the financial success of the Fair. Such a department is often a source of great perplexity to a Society, as often persons will take advantage of it by changing the name of some article they may have, and thus get it entered in the department where they will be sure of a premium, in order to avoid competition in the class where it properly belongs. When such a department is provided committees should be thoroughly instructed to watch and, if possible, detect such frauds.

CHAPTER VIII.

ATTRACTIONS.

SEC. 57. Success of Fairs.--To make a Fair a success two things are necessary--an exhibition and an attendance. The two, however, are closely allied, so that when the former is secured the latter is almost certainly assured. A Fair for but one day cannot be made profitable, and as people can ordinarily attend and go through the exhibits in a day or less, and not care to return to see them again the next, it is necessary to devise something to increase the attractions and excite such an interest that people will want to attend every day while it lasts--as it is usually expressed, "something that will draw." Various measures have been tried for the purpose. Places for resting comfortably, with music from a good band to enliven the occasion, add to its pleasure, and the latter is especially inviting to some people. A list of attractions will be found in the following:

SEC. 58. Trials of Speed.--One of the most extensive as well as most profitable inventions to attract visitors to a Fair is contests, exhibiting the speed of horses, both running, trotting and pacing. Two or three races in which the horses are classed according to certain rates of speed are given each day. Often, to court breeders, races between certain stallions in which farmers and

fanciers are interested, and colt races of certain get, are made up. Sometimes races between horses of local celebrity stir up considerable enthusiasm. Double team races are also interesting.

SEC. 59. Other Equestrian Contests.—Many doubt the propriety as well as the morality of speed contests at Fairs, and in many instances attempts have been made to avoid giving speed the preference over other desirable traits in a horse, and to lead to greater care and effort to improve some of the other qualities of this noble animal. To take the place of racing they have invented contests between Draft Horses, Fast Walking Horses, Well Broken Horses, Graceful and Easy Riding Horses, etc. Besides these there may be mentioned what is known as a Gentleman's Road-horse Race and Mule Races, both of which are usually interesting and exciting. The former is a race between horses which have never been driven in a race and which are untrained, driven by their owners three miles, the first being walked, the second under the saddle and the third trotted to a road wagon or buggy, the owners being required to change harness without assistance, except to hold the horse.

Two kinds of Mule Races, slow and fast, have been adopted. In the former the riders are changed, so that no person rides his own animal, and the purse is given to the last one in. The exploits of riders to overcome the well-known aversion a mule has to being ridden fast, often make these races a very comical spectacle.

Horseback Riding, by Gents and Ladies, and Lady Driving are amusements that are attractive and pleasing to an audience.

Riding contests between girls under 16 and boys of like ages are also attractive. In these contests the premium should be awarded to the best and most graceful rider.

SEC. 60. Agricultural Contests.—There is a class of contests tending to stimulate honest rivalry among farm laborers that should be encouraged, and premiums for

these come within the legitimate purposes of Fairs. How to excel in grooming a horse, harnessing a team; in plowing and mowing; in cradling, binding, shocking and stacking grain; in chopping, sawing and splitting wood; in husking corn, building fence, laying tile, etc., are surely important accomplishments to this class of people, and the well known conceit that many of them have ought to make such contests well patronized. Plowing Matches, Husking and Wheat Binding contests have been tried by many Societies with good success.

SEC. 61. Athletic Contests and Sports.—Occasions are often given for young men to display their strength, activity and skill in athletic sports and contests. Prizes are often given for walking, running, jumping, wrestling, tossing the caber, sledge throwing, putting the shot, tug of war, etc. Contests between Hook and Ladder Companies, Fire Companies, Hose Companies, etc., often draw large crowds. The rules governing these may be found in any work devoted to such sports.

SEC. 62. Miscellaneous Attractions.—At some Fairs a premium is offered for young ladies who can get up the best meal of victuals in the shortest time. We suggest that a cook who can get up a wholesome breakfast, promptly, on time every morning, deserves the most handsome of medals, and that the art ought to be encouraged. Butter making and other similar contests might also be suggested. Band contests have proven attractive and profitable, as they save the employment of music on the day on which they take place.

Baby shows, with premiums for the most handsome, most intelligent, the leanest and fattest baby, and premiums for the oldest persons in attendance are often given.

Sometimes a Pioneer Department, where premiums are offered for ancient, curious and treasured articles of skill and handicraft, ancient household furniture, kitchen utensils, implements of husbandry or warfare, foreign and domestic curiosities, etc., and an Educational Department where premiums are offered for the most ap-

proved courses of study, plans of instruction, examination papers of pupils, essays on different topics, drawing, penmanship, and work in other branches; school furniture and apparatus, books, maps, globes, charts, etc., are considered attractions and are added.

Special premiums are sometimes offered for essays upon practical subjects connected with farming, as managing farms, planting certain crops, road making, etc.

Where rats and other pests are numerous, to encourage their extermination, a premium is often given to the district that shall kill the greatest number within a certain time; the tails of the rats or some similar part of other animals being required to be put up in bundles for exhibition and for evidence for making the award. The officers of a Society will often be able to add other attractions which the time and circumstances of their Fair will suggest.

CHAPTER IX.

GENERAL MANAGEMENT.

SEC. 63. Adoption of Plans.—Upon the management of a Fair its success more or less depends. To secure prompt and harmonious action, it is essential that some time previous to its commencement those having its management should lay out plans for conducting it, and as it approaches take measures to have them carried out, by selecting the necessary officers and agents, and instructing them as to how they should act. So far as these plans affect exhibitors, they should be printed as rules and regulations in the premium list for their enlightenment. In this chapter we shall discuss such plans as pertain to the private affairs of the Society, leaving those of a general or public nature for the next chapter, though some of the latter are treated incidentally herein.

SEC. 64. Officers and Committees.—Some Societies have a General Superintendent, to whom is assigned the management of the Fair, but more often the President, assisted by the Vice President, has its supervision intrusted to him. To avoid confusion and secure general harmony and good order, each employe should be instructed precisely as to what labor he is to perform. Each officer should be supplied with a badge, so that he may be readily identified.

In order to secure proper management, each department is put in charge of one or more persons called Superintendents or Managers. Sometimes these positions are parcelled out among the members of the Board of Directors, who are designated as Attending Members. They should be men of good judgment and who will treat exhibitors honestly, impartially and courteously, as the best interests of the Society always require. To decide upon the relative merits of the different exhibits is usually left to a committee of three persons, called the Awarding Committee.

SEC. 65. Selection of Superintendents and Committees.—In well regulated Societies, in order to secure competent, impartial and disinterested persons, the selection of Awarding Committees and Superintendents is left to the Committee on Awards (Sec. 29), which makes arrangements to have the members on hand when they are to be needed. The Superintendents are sometimes called upon to suggest names of persons for the committees in their departments, and often have the choosing of them. Some Societies wait and select them during the Fair from those in attendance; but this is an inferior method, as it is sometimes impossible at such times to obtain satisfactory committees. Care should be exercised to obtain persons having qualifications which fit them to act in the class where they are assigned. Filling of vacancies in committees is usually left to the Superintendent or Committee on Awards, which is in session upon the grounds during the Fair for the purpose. Com-

mittees often receive pay for their time, and generally are supplied with their dinner by the Society, as a compliment for their labor.

SEC. 66. Admission of the Public.—One of the first things to be developed will be the method of admitting the public to the Exhibition. It is usually done with tickets, each party entering being required to provide himself with one before so doing. They are generally of two kinds, one for a single admission, which is taken up as the party enters, and the other a season ticket, which cannot be taken up, as the holder is allowed to pass out and in upon it.

The Secretary usually sells the exhibitor's and season tickets, though often it is done by the Treasurer. Parties are employed for the purpose of selling tickets at the gates, grand stand and other places requiring it. Enough tickets should be provided before the Fair to last through it, and be put up in packages of one hundred each. Some person should be appointed to deliver tickets to the sellers each day and required to keep an account of them. Tickets numbered consecutively, like railroad tickets, are becoming very common, as they are very valuable in ascertaining at any time just how many have been sold. Each ticket agent should act independently of the others and be required to account in the return of tickets and money for all the tickets that have been delivered to him. The membership and coupon tickets may be numbered and delivered likewise. At the gates parties are employed to take tickets and provided with large tin boxes in which to deposit them. They should be locked securely, having only an opening to put the tickets into them, so that they may not be opened until the close of the Fair, when the tickets should be counted, with a view of comparing their number with the number reported as being sold. Sometimes turnstiles are used, provided with registering machines, so that no mistake can be made or fraud perpetrated on the Society. Each night, when the gates close, the day's receipts should be turned over to the proper

officer and an account made of the same. When the Society does not provide a place for depositing ticket boxes, etc., (and it may be well in any case) it is usual to leave them in the custody of the parties having them until the close of the Fair.

The gates should be opened as early in the morning as parties will want to begin to pass out and in. The first thing usually necessary to be done is to have the police traverse the grounds and ascertain who among those present are entitled to remain. Those not having tickets should be sent to the office to procure them, and tickets where found should be taken up and returned to the proper officers. Police should not be allowed to take money from parties.

SEC. 67. Ticket Frauds.—How to construct and manipulate tickets so to avoid being defrauded by having them used by different persons, or too often by the same person, has been a matter of considerable study to the managers of different Societies. With single tickets that are taken up at the gate no such trouble exists; but when a party is allowed to retain his ticket it is readily accomplished, by passing the ticket through the fence, or sending it out by a messenger to some friend, who takes it and enters upon it, the gate-keeper in a rush not always being able to observe the deception. To avoid this, some Societies require the gate-keeper to punch such tickets whenever they are used, it being an object of suspicion if the holes in one become numerous. Some limit the number of admissions to two each day, issuing a ticket with coupons, one of which is torn off upon each admission; or what is known as a commutation ticket, having a number to be punched out upon each admission. A plan regarded better than either is to issue a ticket having a coupon for each day to be torn off when a person first enters; when he passes out let him show his ticket and get a check; then when he returns require him to show the ticket again and take up the check. As the party who passes his ticket out secretly gets no check, no other per-

son can enter in upon it. When a ticket admits man and wife, either may pass out with the ticket, or both together when two checks are issued, the parties being required to return together—the checks never being taken without the tickets. The coupons torn off will serve for checks, and to be distinguished readily may be of a different color for each day.

When day admission tickets are used the same plan as to passes will work admirably. The tickets for each day should be of a different color, and likewise wherever passes are used they should be of a different color for each day, or possess such marks as will readily distinguish them. For ordinary admissions a ticket is issued and taken up at the gate and put into a box provided for the purpose by the gate-keeper. No tickets except these are usually transferable. These instructions will apply to grand stands and other places where tickets are sold.

SEC. 68. Admission of Helpers.—How to regulate the admission of helpers and grooms of live stock has been rather a vexatious question, and a source of much trouble, as they are usually a lot of miscreants ready to take advantage of every opportunity that is presented to beat the Society, and sometimes the number that an exhibitor may want (often to get his friends admitted in that way) is out of proportion to what he really may need. Some Societies charge for them at a full or limited price and others admit them free. Sometimes the number is controlled by the stock an exhibitor has, being one for a certain number of head. To avoid the difficulty arising from persons who get on the grounds and remain over night, claiming to be helpers for certain parties, some Societies take the names of all assistants, and require the exhibitor to call at a certain hour each day and obtain tickets allowing them to remain upon the grounds the next day, which unless they have in the morning when the authorities clear the grounds they are put off or required to pay. A more simple manner of arriving at the object is had in the use of a ticket having a coupon for each day,

which is torn off at the gate or by parties clearing the grounds. As these are usually sold at a reduced price, they do not allow the holder to pass the gate.

SEC. 69. Entries.—The work of making entries is usually under the charge of the Secretary, who either attends to it himself or assigns it to certain of his assistants. Making an entry consists in recording the name of the exhibitor, a description of his exhibit and the class where it is to compete, and issuing a tag to be attached to it, showing where it has been entered. The record is required to show who are entitled to compete, and the tags to assist the Examining Committee in finding the articles they desire. For making these entries the Secretary must provide plans and books properly ruled to carry them out. For tags a common shipping tag is used. No part of the labor connected with a Fair is more important than this, and perhaps none of it has been conducted more unsatisfactorily. When the number of entries is large, to take them rapidly, as is often necessary, and have them accurate is no easy task, as exhibitors do not fancy being required to wait to make their entries, and in a hurry and confusion innumerable mistakes, leading to irritation and disappointment, one of which may possibly mar the success of the Fair, are liable to creep in and are often discovered so late as to be irreparable. Whatever plan that may be adopted should be so brief as to take the least possible time in making an entry, and so simple that in its use scarcely a possibility of making a mistake will exist.

SEC. 70. Plans of Making Entries.—Of these there are several in use. Often an ordinary blank book is used, in which the name of each exhibitor and a list of his exhibits are set down in regular order one after the other as parties appear, the items being numbered consecutively from the first, each entry being designated on the entry tag and in the committee book by the number it bears, the latter being made by going through the list and collecting the items entered in each class and placing them in a book

by themselves. The difficulty with this plan, besides being laborious and slow, is that the promiscuous arrangement of the entries renders it exceedingly difficult to find any that may be desired, and errors are likely to occur in transferring and checking off. It is improved by adopting a separate book for each class or department, owing to their size, the entries being numbered consecutively in each. The entries of a class are thus brought together; but unless divisions are made by setting a certain page or number of lines for each premium, according to the anticipated number of entries for it, so that those for each premium may be put together, the classification will be incomplete. If this is done, however, the increased labor of rewriting the exhibitor's name in each class, the difficulty of turning the leaves to find what is wanted, the hindrance that will arise in finding the proper book, especially if it become misplaced, and the delay often caused by some other persons having a book in use when wanted are quite serious. Then unless it is thought desirable to give these books, containing the names of exhibitors, to committees, the labor of copying them, generally the last duty of the Secretary, to be performed at night reaching late after a hard day's work, is also decidedly distasteful, to say the least.

SEC. 71. New Method of Making Entries.—The author of this work has a plan of making entries that has been used and examined by many competent judges, and pronounced unequalled, in its simplicity, systematic arrangement, and the rapidity and ease with which entries may be taken by it. The basis of the system is to avoid repetition, so that when an exhibitor's name has been once recorded, instead of rewriting it for every different entry or class of entries he may make, the one will suffice for all, and when the description of anything has been written in entering it once, it need not again be written for all the entries that may be made of the same thing, whether by the same person or different persons. And even more, the method being such that the printed matter in the premium list may be used and the books

prepared at leisure of the Secretary before the Fair, so that the names of the articles need not be written at all, the arrangement being so simple and systematic that the whole can be put into a book containing but few leaves, and any desired part or premium turned to at a glance. As the usual ratio of the number of entries made to the number of exhibitors is about ten to one—that is, on the average each makes ten entries, and if upon the whole there should be five entries for each premium offered it will be seen readily that such a method will save nine-tenths of the labor otherwise required in writing names and four-fifths of that required in writing the description of the entries. Descriptive circulars will be sent upon application. See advertisement on last page of cover.

SEC. 72. Non-enumerated Articles.—A department is usually made for such articles (see Sec. 56), and it is usual to enter them all together in one book. The difficulty in this lies in their examination, as special committees for the purpose must be chosen and the members changed often on account of the different classes of articles to be judged, often causing considerable trouble and expense. By our plan we avoid this by leaving lines after each class for writing the names of such articles as are entered of the same character, so that they will all appear together and be acted upon by the regular committee.

SEC. 73. Entry Tags.—For each entry a tag is issued and upon it usually there is written a description of the thing to which it is to be attached, the number of the entry corresponding to the number in the entry book, and the department and class in which it is entered. Another quite simple plan is only to place upon the card the department and class where it belongs, leaving the exhibitor to attach it properly. It has the objections, however, (except in live stock and other departments where the articles of a kind can all be grouped together so as to be readily discerned) that it will often be difficult to find what is wanted when the awards are to be made, and also that the names of exhibitors will be required by the com-

mittee. A better plan is to place upon the entry tag the entry number, the department, class and the premium number as found in the list (see Sec. 41), using it for a description often containing several words. Indeed, all that is necessary to use is the entry number, the committee judging from the looks of the thing whether it is being examined under the proper class, as in the second method above, and in such departments as the exhibitor is required to be by to show his things one tag will do for all. It is usually better, however, to add the department and class.

To avoid getting property mixed a method of having an entry tag divided into parts, perforated between them so that the lower part may be torn off, making a detachable check, and requiring it to be presented (it being a duplicate of the other part) to the Superintendent of the Department at the close of the Fair in order to obtain property, is in use at some of the largest Fairs. Two tags are sometimes used for the purpose, one to be attached to the exhibit and the other retained to identify the property.

SEC. 74. Making Entries.—In this a division of labor will be found very profitable. Let a definite portion of the work be assigned to each employe, one to keep the entry books, one to make the tags, and so on. Have the party who keeps the books and the one who makes the tags sit close enough together to communicate readily, and as the exhibitor announces his entry, the one record it and announce its number and the other place them on the tag. Where the entries are made upon blanks, they should be first passed to the bookkeeper and the number of each noted and then passed to the tag-maker. The work is thus systematized. Each person soon becomes familiar with his work, and mistakes are less liable to occur than otherwise.

SEC. 75. Committee Books.—In order to place before the committees the information as to what entries have been made, and for them to report the results of their ac-

tion, it is usual to prepare for them a small book, containing a list of entries, with proper space for their report. Several methods are in use, depending upon the method of recording the entries. The author has visited one or two Societies where the Secretary gave the committees the book in blank, expecting them to grope about and find what has been entered, examine them and report, but it is not thought that that practice is very extensive. It is usual to give with each entry its number, so that the committees may know what numbers to look for upon the tags, and when all the entries have been found. To collect these when the entries have been made and set down in order as parties have come in, requires considerable labor, but the convenience arising to the committee in having them all together, and the liability to omit entries that is thus avoided will outweigh it. Sometimes the name of the exhibitor is given also; but it is not necessary and it is generally thought to be wrong, as committees will act more impartially without them. When separate entry books are used, and the entries classified when made, as described in Sec. —, the entry books are often given to the committees to save copying. To avoid giving the names of exhibitors to committees a plan is in use, in which the leaves of the book are cut apart between the names and items, and the part containing the names sewed up so that they cannot be seen.

By the author's plan a separate book, similar to the entry book, except smaller, with space for remarks, is provided for each class and prepared similar to the entry book at the leisure of the Secretary before the Fair. Then after the entries close a few minutes' work will transfer the numbers appearing in the entry column of the entry book into the respective committee books, where they will appear in compact form in their appropriate places ready for use. This will be found a decided improvement over the old and usual method, which requires the Secretary to labor until midnight and after, in preparing his committee books, after a hard day's work in making entries. The committee first ascertain the where-

abouts of the exhibits, bearing on the tags the numbers found in the entry columns, and when they make the the award, place the entry number receiving the first premium in the column for awards headed first; that receiving second in the column so headed, and so on, so that a mistake can hardly occur.

SEC. 76. Rental Privileges.—The matter of letting out the rights of selling articles upon the grounds is one of a considerable income to Societies, and the practice is varied as much as any branch of the business. Some sell the whole business to one party, leaving him to sublet it as he chooses. Others sell exclusive privileges on certain things, and others make no distinction, selling anything that a person may want, without regard to what has already been sold. The particular course to be adopted must be left to each Society to determine for itself, as it must greatly depend upon the extent and character of their exhibition. In ordinary Societies, a dining hall, a cold lunch stand and confectionery, peanut, pop-corn, lemonade, ice cream, soda water, hot candy, and beer stands often are let. The letting is done privately, by sealed bids, or at auction some time previous to the Fair.

The dining hall occupant has the sole privilege of selling warm meals; the cold lunch stand is confined to cold eatables; the other stands sell what their names indicate, often exclusive, and often have in addition lemonade, cakes, gingerbread, fruits, sandwiches, cigars and tobacco, pretzels, bologna, dried beef and bread, or some of them.

At the Fair it is usual to have applications from medicine men, fakers, hawkers and peddlers without limit.

The character of the stand usually regulates its price, though in some places it depends largely upon the prominence of its location and extent of the ground occupied, as so much per foot front on a certain thoroughfare. Payment is sometimes required in advance, and some-

times part in advance and a certain portion of the balance each day. The former way is preferable, as it does away with the labor of going around to collect during the Fair.

The letting of stands is often given to a committee on that subject, which determines what stands shall be let and upon the conditions, puts their disposal into the hands of some competent person. Blank contracts, containing terms of letting, time of payment, etc., should be prepared, so that the questions that arise with a class of stand men usually known as "kickers" may be avoided.

It is usual where the ground is not let by the foot to provide that parties shall be confined to such location as may be given them, and that no person will be allowed more than one place of selling. Peanut and pop-corn vendors often have privilege of peddling. Grand stand privileges are reserved to parties purchasing them.

Sometimes it is provided that no wheels of fortune, prize packages, gambling devices, etc., or intoxicating liquors will be allowed upon the grounds, and that parties who violate their contracts will forfeit their privileges and the sums paid upon them. So also that no allowances or deduction will be made on account of bad weather, poor attendance, or other cause.

SEC. 77. Rental Privileges, Continued—Admissions.—The question of admitting persons securing privileges and their assistants is sometimes a serious one, on account of their well known disposition to impose upon the Society when an occasion arises. Some Societies give a season ticket with each privilege, and such a number of additional tickets as their judgment dictates as being proper. Others make the amount paid the price of the privilege alone, and charge extra for admissions the same as to ordinary visitors. Others issue a certain per cent. of the price of the privilege in tickets at a certain price, as ten per cent. of the cost at 25 cents each, leaving the party to dispose of what he may not need and to purchase more

should he not have enough. Sometimes wagons furnishing supplies for stands are allowed to go in free of charge, and often they are required to lay them in before a certain hour in the morning, after which they are charged as other persons.

SEC. 78. Police.—To preserve order and protect the property of exhibitors (although it is usual to provide that the Society will not be responsible for any loss that may occur), it is usual to employ an ample police force, and have them stationed about the grounds where they may be needed. A Chief of Police is appointed, to whom instructions as to what is needed are given, and he may be held responsible for their being carried out. Two sets of men should be employed, one for day and one for night.

SEC. 79. Marshals.—In order to give notices, make calls and announcements, and assist in conducting the ceremonies and carrying out the official program, an officer designated a Marshal is appointed, who usually has one or more assistants to aid him. In order that they may go about readily they are usually on horse back. In some Societies the office is elective. The Marshal often wears a red scarf as an insigne of his office, and his assistants often wear blue ones.

SEC. 80. Supplying Forage.—As it is usual for Societies to furnish hay for feeding and straw for bedding animals upon exhibition, it will be necessary to adopt some method of supplying them. Too often it is hauled and stacked upon the grounds, where parties without distinction are allowed to go to it and take what is wanted. A little system here will prove a saving to the Society. When no buildings have been provided to put it in, it should be stacked outside the grounds. Each night a wagon should be sent to the place where it is kept and loaded, and enough left at each stall for use during the following day. This will save its being picked over and tramped upon and wasted at the stack. Some Societies limit the quantity of hay allowed to each person, as follows: To each head of cattle, 20 lbs.; to each horse, 15 lbs.; to each sheep, 3 lbs. The stalls may be filled with straw profitably from the loads when they are first hauled.

CHAPTER X.

RULES AND REGULATIONS.

SEC. 81. **Divisions.**—The rules and regulations relating to the conduct of a Fair are divided into two classes, general and special. The general rules are usually put together near the front of the catalog; while the special rules, though sometimes mixed with the general rules, are better placed at the head of the class or department to which they relate.

1. *GENERAL RULES.*

SEC. 82. **Competition.**—Some Societies limit competition to certain territory; some make special classes for a limited territory, and some all but certain special classes. It is usual, however, to open competition to all, as it brings out a larger exhibition and increases the attractiveness of the Fair. Often the live stock classes, or a portion of them, are confined to parties who have bred the stock, in order to encourage breeding and avoid show stock; and articles are required to be entered by or for the manufacturer or contriver, or by some member of his

family. Often the eligibility of an animal, especially a horse, is limited to one class. Some allow one to be entered in as many classes as the owner desires, but shown once. Some have no restrictions, while some allow one to be shown in as many classes as the owner desires, but charge an extra fee for each re-entry. The latter is considered a very good way, as it does away with the reprehensible practice parties have of entering an animal in several classes, and after examining to see what competition there will be in each, showing him only where it is the weakest. When this method is adopted, a certificate should be prepared and issued showing the payment of the extra entry fee, and the same required to be shown to the Superintendent or committee before the examination is made, in order that they may know that the animal is eligible in the particular class. Otherwise the Society may be defrauded by a person entering the same animal twice, under a pretence that he has two. The certificate may be on the entry tag.

It is usual to provide that no Superintendent or Director will be allowed to compete for a premium in a department over which he has charge.

SEC. 53. *Entry Fees.*—Ordinarily before a person is allowed to exhibit he is required to become a member of the Society (Sec. 7) or to pay an entry fee. When the membership is obtained or the fee once paid the person is allowed to make as many entries as he may choose, except for special premiums, without extra charge, though it is usual to limit him to such things as belong to himself or some immediate member of his family. Members and persons paying the required fee are usually admitted to the exhibition, during the Fair, without further charge, and often their help are included. The best method is to confine the admission to a single person and use the ticket described in Sec. 66. For helpers see Sec. 67. Some Societies give exhibitors the privilege of taking in their wives without extra charge. Some include their children under a certain age, and others admit a whole family without regard to the number or age of its members. Such

a wholesale admittance is not only a decided abuse, but is dangerous to a Society and usually the means of extensive frauds being practiced upon it. It may swell an attendance, but it will deplete the treasury. Families are unusually large at such times, and it is a known fact that men otherwise regarded as honest will often in such cases mingle the members of other families with their own, or if their wife happens to be away, or has already been admitted, so that the opportunity occurs, they will take their neighbor's wife and palm her off as their own. It is like riding on the railway train—no one hesitates to beat the conductor.

To secure uniformity, some Societies issue a ticket to the exhibitor and in addition give him a certain number of (generally four) admission tickets. But the object is illy secured by this method, as the number is often in excess of what are wanted, and they are sold, so that individuals derive the benefit instead of the Society.

Some Societies as an inducement charge exhibitors no entry fee, but require of those desiring to see the exhibition the same admission as other visitors at the gates. The matter of furnishing them tickets, spoken of in the next section, by the methods now in use, is so much involved that this practice is becoming quite customary, and it works well, though perhaps it may be improved by requiring exhibitors of live stock and such others as remain upon the grounds at night to purchase season tickets.

Some Societies charge for admissions and require an entry fee of a certain sum or a certain per cent. of the purse or first premium of the purse to be paid. An entry fee of ten per cent. of the purse is common in Speed Classes. In Sweepstakes it is usual to charge an extra fee, and often to avoid being obliged to give the premium to some formidable animal without competition and at a small expense to this owner, it is required that in such classes there shall be a certain number of entries in each purse.

SEC. 84. Admission Fees.—The practices in regard to admissions are as various as there are different Societies. Ordinary visitors are usually charged by the day or single admission. Sometimes season tickets are sold to parties desiring them. Sometimes parties are allowed to drive upon the grounds free of charge, and often admission fees are charged for vehicles—so much for a single animal and so much for a double team, the latter generally being about double the former. Seats in the grand stand are usually extra.

A license fee is often charged to hackmen for carrying passengers, especially when they are allowed to drive upon the grounds, and the matter made quite a source of profit.

When the first day is devoted to arranging exhibits, no admission fee is charged for that day.

SEC. 85. Making Entries.—Some Societies require entries to be made in writing and furnish blanks for the purpose, with appropriate spaces for giving a description of the entry, the department and class, where it is to be entered, and the name and address of the exhibitor. This method will be found valuable in searching out the responsibility for mistakes that occur in entries, such as making them in the wrong class and the like. It is usual to set some time upon which the entries open and close, and it will be found a great favor to have the time for closing fixed as early as possible, so as to give the Secretary ample opportunity to prepare the committee books before the examinations are to begin.

In Great Britain and some places in New York a plan has been adopted of having the entries closed, in some instances as early as thirty days before the opening of the Fair, and publishing a catalog of the same, with the post-office address of the exhibitor. When the exhibition opens these catalogs are placed on sale, and their cost often more than paid by the receipts. Visitors with catalog in hand, where the exhibits are various, can thus

make a more intelligent and satisfactory examination of them. It is usual to devote the first day to making entries and arranging exhibits. Some Societies extend the time until noon the second day, but this is a mistake, as it will be found much more satisfactory to close them on the eve of the first day, and begin the examination promptly on the second day.

SEC. 86. Entry Tags.—It is usual to provide that the entry tags must be securely attached to the exhibit or kept so that they may be shown to the committee upon the examination.

SEC. 87. Changing Entries.—In order to do away the contemptible practice some exhibitors have of making their entries, and after they find what opposition they will have to encounter, seeking, upon some pretext, to get them changed into a class where it will be less formidable; no change of entry should be allowed after it has been once made, unless to correct errors, and then not unless the error is decidedly apparent. Some Societies meet the difficulty by charging a fee for changing entries. In order to scrutinize the object one may have in wishing to change an entry, and that it may not be overlooked after the change is made, it is often provided that no change of entry shall be made without the consent of the superintendents, both in charge of the department where the entry has been made and where it is to be changed to. When an error is discovered, if the committee books have been made up, the change should be carried into the proper one at once, so that it will not be missed upon examination.

SEC. 88. Secrecy of Entries. It is usual to provide that in no case will the owner's name be given or any person be allowed to see the entries until after the awards have been made. The reason for this is obvious.

SEC. 89. Exhibits. Proper space and accommodations are provided by the Societies for exhibitors. Sometimes dissatisfaction grows out of locations, especially of stalls,

but this is difficult to avoid. Some charge for space and fix the price according to location. Others make no assignment until after the entries are opened, and then having the stalls numbered, assign them consecutively in the order in which they are received. This often secures promptness in making entries, and the assignment can be then made intelligently. Besides it has the advantages of depriving parties of choosing more stalls than they need, it turning out, when the exhibition opens, that the Society has space to spare, for the supposed want of which other parties have been turned away. It is always provided that exhibits shall be upon the grounds by a certain time (usually before the Fair opens for visitors), and shall not be removed before its close without the consent of the Superintendent of the department where it belongs, or some other specified officer. This, like other similar rules, is difficult to enforce; all that can usually be done being to attach as a penalty the forfeiture of any premiums that have been awarded to the exhibitor. The enforcement of the rule, however, is highly important, as otherwise the attractiveness of the Fair might be greatly lessened near its close. It is usual to provide that no obnoxious or repulsive articles will be received upon the grounds, and if entered without being known will be removed at once.

SEC. 89. Stabling and Forage. It is usual to furnish exhibitors of live stock with stabling and hay and straw, during their stay upon the grounds, free of charge, and provide grain upon the grounds to be sold at cost. Sometimes a charge is made for stalls and pens, and quite often for box-stalls. Exhibitors are required to attend to the care and keeping of their property. To protect themselves from imposition by those who enter animals for the sake of getting them fed during the Fair, the Society generally provides that for all animals entered for competition and not exhibited, a charge (generally so much per day), will be made for stalls and keeping.

SEC. 90. Superintendents. Notice is generally given that Superintendents of departments will be in attend-

ance at a certain time (one or more days before the Fair), to receive property to be placed upon exhibition. It is made their duty to receive all property entered for exhibition; see that it is placed and arranged in a suitable and attractive manner, and that the tags are properly and securely attached. They are given the entire charge of the property upon exhibition in their respective departments, and required to see that the same is properly protected and cared for. They are usually required to be present and take charge of the examinations, direct the committees, and assist them in their labors. They should be familiar with the Society rules so as to dispose of promptly any questions that may arise.

SEC. 91. Awarding Committees. These committees are usually defined and the manner of their selection given, so that exhibitors may feel that they will be fairly and impartially dealt with. The members are urged to attend promptly at the time they are wanted, and it is often provided that if they do not appear their places will be filled. Their names are sometimes printed in the list, but for apparent reasons are more often kept secret from exhibitors. It is usual to provide that no Superintendent or person related to any competitor will be allowed to act as a member of an Awarding Committee.

SEC. 92. Examination and Awards. It is usual to fix some time when the examination in each class will begin. This is announced by a program of the exercises printed in some part of the catalog or at the head of the class. With the examination of live stock it is quite impossible to be just on time, and hence the Marshal is sent around where the animals wanted are stationed, to announce the classes publicly as each is ready, so that those interested may hear and attend. Some Societies give notice by displaying flags from the Judge's stand; different colors being had for different classes. Parties are thus given a certain number of minutes to appear. The examinations should begin as early as possible so as to avoid interference by the crowd of spectators. In New York it

is customary to award prizes on the first day, and in Great Britain before the public is admitted to the grounds. The visitors thus have the benefits of the judgment of the committee in making their comparisons.

When the time arrives the committee books should be delivered to the Superintendent or one of the members, who should be thoroughly instructed how to keep it, and report the awards, so that no mistakes may be made. This makes somebody responsible for the report, and is preferable to letting it be kept by the different members as it happens.

When the examination begins, for each article, the party having the book should call over the entries that are shown to have been made, examine the tags, see if their numbers correspond with those in the books, and if all are present. Too much care cannot be exercised in making these examinations, and any carelessness or neglect that may take place, although the Society may not be to blame therefor, is apt to be charged upon them. A very good method of making awards is as follows: Cast the first vote by ballot without previous consultation. If a majority of the votes do not agree, compare views as to the relative merits of the exhibits without expressing individual preferences, and ballot again. If an agreement is not then reached, apply to the Superintendent and have another person added to the committee. Then confine the award to one of the exhibits receiving ballots from the original committee and ballot again. It is important to avoid restraint, that the committee be by themselves as much as possible during their deliberations, and hence it is customary to provide that no person will be allowed in the arena where live stock is being exhibited while awards are being made. When an agreement is reached, in order to record it, the Superintendent or other party having the book in charge should be notified. This he may do by placing 1 or 2 or other figure to denote which of the premiums have been given opposite the articles to which they are awarded. In some Societies committees are required to give reasons for their awards.

In the committee books used in the author's plan of making entries, a column is provided to mark each premium in, and it is designated by placing in the proper column the number of the exhibitor obtaining the premium as found upon the entry tag. These books serve for any plan of making entries, and are provided with ample space for any remarks which the committee may desire to make. When any question arises it should be referred to the Superintendent, who, if he cannot explain it, should obtain the desired information and instruct the committee before they are allowed to proceed. Should any error be found it should also be reported, so that it can be corrected in time to avoid trouble if possible. If any entry is not found it should also be noted.

It is usual to provide that no award will be made to any animal or article which is not decidedly meritorious, and when only one entry has been made for a premium it will be awarded first or second, as it may deserve; also that in displays the quality of the exhibit will take precedence over quantity.

When discretionary premiums are given the committee should be instructed to recommend only such as are worthy of a premium. Committees are also instructed to require proof upon any disputed point arising before them, such as ownership, age of animals, and the like.

When the awards are finished the committee should sign their names to the list, so that they may be kept for information that may be desired relative to any award.

SEC. 93. False Entries, Interference with Committees, Etc. For self-protection and that the committee may be unmolested, it is usual to provide that if any false entry is made, or any disrespect is shown to any award or the Awarding Committee by any exhibitor or his agent, he shall forfeit all the awards made to him, and the Superintendent shall give notice of the same in his report. Also that no person will be allowed to interfere with the committee during their adjudications, and any person who in

anywise attempts to influence a committee wrongfully will be excluded from competition at all exhibitions of the Society, and the payment of all premiums due such person will be withheld.

SEC. 94. Protests, Appeals, Etc. A method must be provided for determining questions of eligibility and the like that occur. It is often provided that questions of breeding, pedigree, age, and the like shall be raised before the awards are made, and the Awarding Committee is empowered to settle them. This is the best time for the purpose, but often questions will arise after they are made not known before. To settle these it is provided that any person feeling aggrieved by any of the proceedings of the Society during the Fair should submit the matter to the Board of Directors at their next meeting after its close. Some Societies erect a Board of Appeals which is in session during the Fair to settle questions that arise.

SEC. 95. Premium Cards. Cards are usually issued to be attached to such things as receive premiums. The following colors are usually chosen to designate the different premiums: First premium, red; second premium, blue; third premium, various colors. Ribbons of like colors are often used for live stock. A card entitled, "commended," is also prepared to be attached to such non-enumerated articles as are recommended by the committees. To guard against mistakes, premium cards are often prepared, so that the Superintendent or other person in charge can enter upon them the department, class, and entry to which the award is made and sign the same. Parties are then required to present the card to obtain their premium money. When the card is presented, if it agrees with the committee's report no mistake exists; otherwise the cards go only to point out where awards have been made, and are of no value after the Fair except as keepsakes. In such cases the committee's report is relied upon to determine to whom the premium should be paid.

SEC. 96. Paying Premiums. In order to allow the Secretary to make out a list of the awards and enable the

Board to meet and dispose of any questions that may arise relative to them, it is usual to provide that the premiums will not be paid until some time after the Fair. It is quite usual, however, to pay speed premiums as soon as they are won, and some Societies begin paying the awards as soon as they are made. In order that the business of the Society may be closed up in a proper time, it is usual to prescribe some date when the payment of awards will cease, and that all premiums not drawn by that time shall be forfeited and revert to the Society.

It is customary to provide that the premiums awarded will be paid in full except in cases of bad weather (poor attendance sometimes added), the receipts should be inadequate, when they will be paid pro rata. Sometimes it is added that the amount paid will in no case be less than a certain per cent. of the amount offered. It is a good plan to have the time when premiums will be paid printed upon the cards, and that the cards must be presented before the money can be drawn if such be the case.

Societies for their own protection generally reserve the right of withdrawing any premium or withholding its payment in case the award has been obtained by fraud or other improper means, and for such causes as they may may deem just.

2. *SPECIAL RULES.*

The special rules pertaining to a Fair, although they may be with the others are, as has already been mentioned, more properly given in connection with the particular class to which they belong. The most general of them will be found in the following:

SEC. 97. Domestic Animals. Under this head rules covering the following should be placed. No award will be made to any breeding animal that may be barren, or having any unsoundness, except that such unsoundness in breeding animals will only be regulated as is considered transmissible. Some require all breeding animals to have been bred within two years, and all unsound animals are often excluded.

In blooded classes, purity of blood, symmetry, size, early maturity, and general characteristics of the several breeds of animals will be considered and a proper allowance made for age, condition, and other circumstances. Committees are especially required not to encourage overfed animals.

In all classes for thoroughbreds, exhibitors must provide themselves with authentic pedigrees to settle any question of breeding that may arise. Some Societies require exhibitors to deliver a pedigree to the Secretary when the entries are made, and some require duplicates, so as to have one for filing and the other for the committee.

No premium will be awarded when the animal has been fattened for the butcher, the objects being to compare merits for breeding purposes.

SEC. 98. Horses. In connection with these topics we have the following: A horse's age will be reckoned from the 1st day of January of the year in which he was foaled. Horses entered single must be shown single and in harness, except stallions and animals three years old and younger.

Both animals in a team must be owned by the exhibitor; identity of color not required; when animals or teams of different ages show together for the same premium, it is usual to provide that their relative age will be considered.

The rules by which horses are restricted from showing in more than one class or otherwise should be given in this connection. Under the classes named the following rules should be placed.

ROADSTERS—Should have a size, fine form, extra style, and action and marks of endurance.

GENERAL PURPOSE HORSES—Should have good action, walk, size and style, and be useful for heavy draft purposes.

DRAFT HORSES—Should have extra muscular development, good size and style, a good walk, and be useful for heavy draft purposes.

CARRIAGE HORSES—Should be good size and in teams, be well matched in size, color, style, temper and action. Sometimes the animals comprising a team are allowed to be of a different sex.

COACH HORSES—Should be tall, rangey, and well formed, and possess good style and action.

IN SPEED CLASSES—The amount of the entry fee, the number of entries and starters required, the hour at which the horses will be called, the manner the racing will be conducted, as according to the rules and regulations of the National Trotting Association, and other essentials should be given.

SEC. 99. Cattle. Here the following rules may be given:

FOR GRADES—No thoroughbreds can compete as grades.

FAT CATTLE—Are variously judged, and no general rule can be given. Some adopt as a standard that all other things being equal those cattle are best which have the greatest weight in the smallest superficies. Animals are often required to be weighed upon the grounds, and exhibitors required to furnish a statement of the cost and manner of their feeding.

FOR MILCH COWS—Statements are required containing the age and breed of the cow, the time of her calving, and the quantity of milk in weight and pounds of butter made during ten days between certain dates previous to the Fair attested by affidavit. This statement is required to be returned with the report of the committee, and no premium awarded without it. Sometimes it is only required that the cow be milked in the presence of the committee.

FOR OXEN—They are required to be shown in the yoke and well broken and handy,

FOR SWEEPSTAKES—Sometimes it is provided that animals exhibited in either the exhibitor's or breeder's herd cannot be shown in the other.

SEC. 100. Sheep. All sheep of sufficient age, shorn the past season, must have been closely clipped, not earlier than April. Exhibitors are required to furnish the committee a certificate of the time and manner of shearing, and also a certificate showing the age of lambs. Sometimes rams two years old and over are judged by their get, of which at least two of each sex are required on exhibition. Sometimes a rule is adopted requiring quality and quantity of wool, and perfection of form and size to be especially considered.

SEC. 101. Poultry. When premiums are offered upon "Fowls and Chicks," the terms are usually defined "Fowl," being a bird hatched prior to the year of the exhibition, and "Chick," one during the same year. Often such a nicety is not desirable, but when exactness is required the judges are to be governed by the American Standard of Excellence, a first premium bird being required to score a certain number of points, eighty-five or ninety, a second a certain number, and so on. Entries are usually required in pairs.

SEC. 102. Industrial Arts. Except in displays and merchants' goods articles competing for premiums must be entered for or by the maker, improver, or contriver. Sometimes the rule is made to apply to all articles the product of art or industry, though usually paintings are exempted. Under Machinery, models cannot compete with full size machines.

IN HOUSEHOLD PRODUCTIONS—No article purchased in a store, made in a factory, or out of the family of the exhibitor, is allowed to compete, and sometimes they are limited to those manufactured within the year of the Fair.

IN CULINARY PRODUCTS—Prepared fruits are required to have been put up by the exhibitor for actual use during the season of the Fair.

SEC. 103. Agriculture and Horticulture. All exhibits in this department are usually required to have been produced by the exhibitors within the year of the Fair or the one previous.

FOR FIELD CROPS--Many things are often required. As the object usually is to promote profitable cultivation of the soil, statements as to the measurement of the land by some disinterested person, the soil, subsoil and lay of the land, and its surroundings, what the previous crop were, the kind, amount and condition of the manure applied in raising the crop, the depth and time and manner of plowing, time and manner of sowing seed, its weight, quality, variety, and quantity to the acre, the quantity of grain or straw raised (the entire amount to be weighed or measured, and not a small piece, and the balance guessed at), and the whole cost in money, labor and materials in producing the crop, are to be furnished attested by affidavit.

FOR BUTTER--Statements are required giving the number and breed of cows from which the milk was taken, the number of milkings, whether any food besides grass was used, the treatment of the milk, the method of churning and freezing the butter from the milk, its treatment afterward, the quantity and kind of salt used, and whether saltpetre, sugar, or other substances have been employed in making or coloring.

FOR CHEESE--In addition to the above, whether cream has been used and how extensively, the method of preserving and preparing the rennet and such other matters as information may be desired upon.

FRUITS--Are required to be a certain number of each variety, upon plates furnished by the exhibitor, and each variety distinctly labelled.

SEC. 104. Fine Arts. Sometimes exhibits in this department are required to be entered by the maker, though Societies in order to obtain a good display of paintings and pictures, confine the rule to others than display, or do not apply it all.

SEC. 105. **Floral.** Flowers and Plants are usually required to be exhibited in the pots where grown.

SEC. 106. **Discretionary Department.** For this a rule like the following will often be a saving to the Society. "It is intended to enumerate in the premium list all articles that are thought desirable for exhibition. However such non-enumerated articles as parties have, may be entered in this department, and if decidedly meritorious the committee will recommend them for a premium." Sometimes it is left for the committee to determine the amount to be paid upon these articles, but it is thought advisable to add a stipulation like the following: "In determining the amount to be paid upon commended articles, the Board will take into consideration the amount offered upon like articles, their similarity to articles mentioned in the list, and the financial success of the Fair."

CHAPTER XI.

ACCOUNTS, REPORTS, ETC.

SEC. 107. List of Awards. For the purpose of determining who are entitled to the respective premiums and ascertaining the amount required to pay them, it is usual to prepare a list of the successful exhibitors and their awards. This list is made up from the committee reports either with respect to the classification of the premiums or the names of exhibitors under their initial letters. A system combining both is preferable, as by the former to whom any particular award was made and the latter the awards received by any person, can be found, both of which is often necessary. The books of the author's plan are thus provided and so arranged that the list is made up in the first instance, saving the labor of making this list. The system of numbering premiums has an advantage here also, as in making up the list by classes the premium numbers can be used for the premiums they designate, and much writing saved.

SEC. 108. Keeping Accounts. The matter of keeping accounts will come more properly in a treatise on book-keeping, and we shall not enter into it greatly. There are two plans of conducting the financial departments of a Fair, viz: to make it the duty of the Secretary to receive all moneys of the Society, keeping a proper account thereof, and pay the same over to the Treasurer, and to have the money paid directly to the Treasurer, he keeping the required accounts. We can see no especial objections to either of the plans, though the former is regarded with preference, as the Secretary then has a rec-

ord of the receipts he otherwise would not. In order to be accurate a cash book should be kept, and all moneys entered into it just as received. To make the reports they may be entered in funds according to the source from which they were received, as admission fees, exhibitors' tickets, stands and privileges, sweepstakes entries, etc., or the source simply designated, and the account afterward journalized.

A stock book will be necessary in Societies having a capital stock, to record the payments of stockholders, their dividends, etc. All payments of money should be upon orders drawn by the Secretary (often required to be signed by the President), and showing for what they are drawn, in order to enable the Treasurer to enter them in his accounts properly. The orders should be provided with stubs, showing what they are issued for and with receipts to be signed by the parties who receive them. Sometimes, for the payment of premiums, a list is made out upon a blank similar to an ordinary pay roll, having spaces for the name of the exhibitor, the award, its amount, and for the signature of the party receiving the pay. This is given to the Treasurer, who pays accordingly. The Secretary should also keep an account of the orders given, according to the funds upon which they are drawn, as Police, Miscellaneous, Employes, Printing and Advertising, Preparing Grounds, Premiums, Supplies, &c. so that he can make an intelligent report therefrom.

SEC. 109. Annual Reports. When the doings of the Society close annually, it is usual to prepare a report giving the financial doings during the fiscal year then expiring, to be read at the stockholders' meeting and often printed. In this report the receipts and expenditures should be classified according to their nature, as is suggested in keeping the accounts, as it will be interesting to know in detail what has been done. If the Secretary first receives the Society's money, he should make the report, and the Treasurer only required to report to the Board, so that his account may be compared with the Secretary's. Otherwise the Treasurer will make the report.





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